

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]
[Employer's Name]
[Employer's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

Subject: Request for Reasonable Accommodation

I am writing to formally request reasonable accommodation under the Americans with Disabilities Act (ADA). I am an employee in [division or location], and my job title is [job title]. I have a [describe your disability] that substantially limits my ability to perform certain tasks at work.

To perform my job functions effectively, I am requesting the following accommodations:

1. [Specify Accommodation 1]
2. [Specify Accommodation 2]
3. [Specify Accommodation 3]

These accommodations will enable me to perform my job duties effectively and ensure my well-being in the workplace.

Thank you for your attention to this matter. I am available to discuss this request further and to provide any documentation needed.

Sincerely,

[Your Name]